

Section 7-6

DLAMP TRAVEL PROCESS FOR SNSEE COURSES

Background

The following information is provided to assist you in completing the documents associated with travel to and from SNSEE courses. Also refer to the complete DLAMP travel guidelines in this Handbook and on the DLAMP website at www.cpms.osd.mil/dlamp.

If you live outside the Washington, DC commuting area, the DLAMP office will issue travel orders (follow the Temporary Duty process below). If you live within the DC commuting area, you may be entitled to reimbursement for local travel expenses (follow the Local Travel process below).

TEMPORARY DUTY.

1. Once you have received a SNSEE course selection letter from the DLAMP office, you should:

a. Make travel arrangements. If you plan to travel by air, you can use the services of either your installation travel office or Carlson Wagonlit to make your airline reservations. The Carlson Wagonlit office located in the Pentagon can be reached at (703) 212-0990. That office will provide service for any DoD traveler, regardless of duty station.

b. Make lodging reservations. While attending a SNSEE course, you will make your own hotel reservations. A list of hotels in the area will be provided upon selection.

2. Complete the TDY Worksheet (received either by mail or e-mail). This worksheet contains information necessary for DLAMP to issue your travel orders. Upon receipt of the worksheet, verify the pre-printed information and complete any missing data. **You must complete a new TDY Worksheet for each class.**

a. If you received the TDY Worksheet by e-mail, return the completed worksheet by e-mail to dlamp_group@cpms.osd.mil.

b. If you received the TDY Worksheet by mail, fax the completed worksheet to DLAMP at (703) 696-9525.

3. Orders will be faxed to you approximately 10 – 15 days before the start of class. Once you receive your orders, you should provide a copy to your travel office or to Carlson Wagonlit, as appropriate, so that tickets can be issued.

4. To file your travel claim:

a. Within five days after completion of travel, complete a DD Form 1351-2, Travel Voucher.

b. If you have never processed a travel voucher through DFAS Columbus, also complete DFAS-CO Form 136 for Electronic Funds Transfer.

c. Fax the completed forms to DLAMP for approval of the travel claim. The fax number is 703-696-9525 (DSN 426).

5. DLAMP will forward approved travel claims to DFAS, Columbus within 48 hours of receipt. You may check the status of your claim by calling the DFAS customer service number, 800-756-4571.

LOCAL TRAVEL.

1. If you live within the DC commuting area, SNSEE is considered your alternate work site. In accordance with the Joint Travel Regulations, you can be reimbursed for mileage that exceeds your normal commuting distance and for any associated parking fees.

2. You should file your local travel claim using Standard Form 1164. Under mileage, you may claim only the number of miles in excess of your normal commute; annotate the form accordingly.

3. You may submit your claims to the DLAMP office by fax at (703) 696-9525.